

MOSES Contract Number 68-W-99-002
Task Order Number: 002

STATEMENT OF WORK
June 17, 2002

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CHANGES:

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MOSES Contract Number 68-W-99-002
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STATEMENT OF WORK
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1. **Title:** Operations And Maintenance For Modifications to EPAYS/TAPP Systems, PPRS, FUSS, FOCN and OCRS Systems.
2. **Estimated Period of Performance:** From Task Order date of issuance October 1, 2002 through September 30, 2003.
3. **Key EPA Personnel:**

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4. **Background Information:**

- a. Legal authority
 Not applicable.
- b. Regulatory authority
 Not applicable.
- c. Background documents:

 The supporting background documentation for this task includes: the EPAYS Volumes I through VII; TAPP Personnel and TAPP Time and Attendance Manuals; EPAYS Runbook; P and Personnel Reporting System (PPRS) Runbook; Focus DBA Users Manual; OCRS Procedures Document; FOCNOAC Procedures Document.

- d. Background narrative:

 -- The EPAYS System

 The EPAYS system has been the EPA production system for personnel and payroll processing since February 1984. Prior to this EPA employed the Department of Interior's system, DIPS, to provide service for the personnel and payroll function. DIPS had been in operation at Interior since January 1970. In 1983, in response to OMB's request under Reform 88 for the consolidation of payroll systems within the government, the Department of Interior, who at the time used three payroll systems to support its various bureaus, decided to consolidate to one system to service the entire Department. Interior adopted the system maintained by its Bureau of Reclamation as its sole payroll system. All agencies that currently being serviced by Interior were invited to continue servicing under the newly chosen system. In 1984, EPA set forth its minimum system requirements and chose to import the DIPS system to be maintained in-house. Currently, there are more than 20,000 employee master records in the Master File. Over 400 reports are generated by the EPAYS. The system contains over 714 major program modules and a total volume of code in excess of 100,000 lines. In the beginning of 1990, EPA entered into an Interagency Agreement with the Interstate Commerce Commission (ICC) for cross servicing their payroll function.

 By an Act of Congress at the end of the calendar year 1995 the ICC was abolished and a new organization, the Surface Transportation Board (STB) was established. EPA entered into an Interagency Agreement with the STB for cross servicing their payroll function.

The Financial Management Division (FMD) is responsible for developing and supporting the Agency's Financial computer systems. Included among these are the mainframe, mini, PC LAN-based applications. The Financial Services Division (FSD) is responsible for providing systems support, development, maintenance and operation of the Agency's financial systems. The area of responsibility for this project falls under the domain of the Washington Financial Management Center (WFMC) for the payroll information and Office of Human Resources and Organizational Services (OHROS) for the personnel related information. Therefore, the primary goal of the project is to ensure the systems are compliant to standards set forth by the regulating agencies. Second to this is the systems are maintained and operate in a mode that meets the clients needs. The EPA accomplishes this by making use of a variety of specialized contractor support to meet these requirements.

e. General Methodology:

-- 'Core' PL/1 System

The current 'core' system is written mainly in the PL/1 language with reports generated in SAS and the fourth generation language FOCUS. The system interface language is IBM JCL, ISPF, and TSO.

-- 'TAPP' ADABAS/NATURAL Front End Data Collection System

TAPP, the Time and Attendance, Payroll, and Personnel input subsystem, is a nationwide data collection front end. The TAPP subsystem has been operational since April 1985 and is implemented in ADABAS/NATURAL. There are over 360 TAPP subsystem modules.

-- System Interfaces

As vehicles to interface with the major systems described above, various software products have been employed. The ISPF Dialogue Manager, CLIST, REXX, IBM JCL, SCRIP, Bookmaster, JOBTRAC, and AFP, and have been utilized in this system.

-- ENDEVOR Configuration Management

Source code archiving and configuration management of this project will be handled through the software of ENDEVOR. This archiving facility enables full changes made to a module and records the date and the userid of the last update to the module. Recovery to a previous version of the code is also available.

-- FOCUS and SAS Reporting Subsystem

FOCUS, a fourth generation language, is used for an extensive personnel reporting subsystem. FOCUS has also been utilized in a W-2 Correction and Duplication system designed for use by the payroll office thus eliminating the need for typing an employee's W-2 in the event that the original is lost.

been lost or was determined to be incorrect. The statistical capabilities of SAS have been utilized in some EPAYS reports.

--Systems Documentation

The documentation for the EPAYS system has been incorporated into seven volumes. It is stored on the mainframe at RTP and has been developed and maintained in the mainframe text editor SCRIPT/VS or Bookmaster. Volume I provides an introduction to the EPAYS system. Volume II provides detail on the Personnel related information and processing that occur in the system. Volume III provides detail on the Payroll related information and processing that occur in the system. Volume IV describes the format and information contained in the EPAYS system data tables. Volume V is all the cover header blocks of documentation for all of the EPAYS modules. Volume VI provides flowcharts and report samples. Volume VII describes all the file formats of the master and report file structures.

The documentation for TAPP resides in two volumes. One volume is devoted to the needs of the Personnel community, and the second is the Time and Attendance community. In addition, EPAYS has a Run Book. This document is divided into four sections. The first section describes the procedures for EPAYS/TAPP maintenance for the staff at Washington, D.C.. It details the steps for Main Pay Tuesday Processing, Main Pay Balancing, Labor Distribution Process, and Preparation of the Central Personnel Data (CPDF). The second section describes the procedures for the NCC Production Control staff. It details the Main Pay Cycle Activities, Main Pay Processing, Time and Attendance Processing, and Labor Distribution activities. The third section focuses on the W2 Balancing. Section four addresses those procedures involved in the Disaster Recovery.

-- NTSD Operational Policies

The system and all users of the system shall conform with the following NTSD operational policies, as applicable; 100.05, 110.05, 120.01, 120.04, 130.01, 130.02, 130.03, 130.04, 130.05, 130.06, 130.07, 130.08, 130.09, 130.10, 130.11, 130.12, 130.13, 130.14, 130.15, 130.16, 130.17, 130.18, 130.19, 130.20, 130.21, 130.22, 130.23, 130.24, 130.25, 130.26, 130.27, 130.28, 130.29, 130.30, 130.31, 130.32, 130.33, 130.34, 130.35, 130.36, 130.37, 130.38, 130.39, 130.40, 130.41, 130.42, 130.43, 130.44, 130.45, 130.46, 130.47, 130.48, 130.49, 130.50, 130.51, 130.52, 130.53, 130.54, 130.55, 130.56, 130.57, 130.58, 130.59, 130.60, 130.61, 130.62, 130.63, 130.64, 130.65, 130.66, 130.67, 130.68, 130.69, 130.70, 130.71, 130.72, 130.73, 130.74, 130.75, 130.76, 130.77, 130.78, 130.79, 130.80, 130.81, 130.82, 130.83, 130.84, 130.85, 130.86, 130.87, 130.88, 130.89, 130.90, 130.91, 130.92, 130.93, 130.94, 130.95, 130.96, 130.97, 130.98, 130.99, 130.100, 130.101, 130.102, 130.103, 130.104, 130.105, 130.106, 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Transportation Board (STB) for Personnel and Payroll functions, the PPRS system was included in the a

-- Office of Civil Rights System

The Office of Civil Rights System (OCRS) is a FOCUS mainframe application. It provides a vehicle for generating "canned" reports that were developed to meet the needs that were req frequently. The files accessed are the same ones employed in the PPRS system however they are access through a different interface with different security measures. This access is cleared by OHROS and OC secured by the FOCUS interface program.

-- The Focus Users Security System

The Focus Users Security Systems (FUSS) are Focus mainframe applications that consist of three sub-systems: Security System of EPA FOCUS Applications, DBA Interface System, DBA Reporting System. These systems are designed to provide a unifying scheme for ensuring proper a privileges to different categories of users in the FOCUS Database Management System for the EPA's Fin Management Division (FMD). It also provides an interface that enables the DBA to easily create a new grant access privileges to a user, revoke access privileges from a user and revoke an existing user as well reporting system which allows DBA to produce journal files and audit trails.

f. Applicable MOSES contract sections:

All terms of the MOSES contract are in force for the work to be performed under this Task Order. This Statement of Work falls within the scope of the Contract Statement of Work specifically to Sections 1.2.1 Systems Development Life Cycle Support, 1.2.2 Project Team Coordination Operational Infrastructure, 1.2.4 Hardware, Software, Equipment and Personnel, 2.1 Compliance with A Data Processing (ADP)/IRM Policy, Standards, and Guidelines, 3.1 Systems Development Life Cycle Se 3.1.1 Analysis, 3.1.2 Design, 3.1.3 Development and Testing, 3.1.4 Implementation, 3.2 Project Manage the Contract; and Management and Operation of the Systems Development Life Cycle Environment, and Software Engineering Process (SEP).

g. Where work is to be performed:

The work for this task is to be performed at the Systems Development Center.

5. **Purpose and Scope:**

The purpose of this request is to obtain specialized contractor support for the ongoing maintenance for the EPAYS, TAPP and FOCUS subsystems maintenance. This system is highl - it is the vehicle used to pay all EPA employees on a biweekly basis. By its very design, the incorporati both personnel and payroll data into one database, it allows for extensive reporting that is required of Fed agencies to those regulatory agencies that monitor federal activities, such as personnel and payroll. Repo retrieved from EPAYS is sent to OPM, OMB, GAO, IRS, and the SSA to name only a few.

The contractor shall provide specialized support for the operation and maintenance for the modifications to the OHROS (PPRS, FUSS, FOCNOAC and OCRS) systems. The system is used by the various personnel offices throughout both EPA and the STB. As staffing goes, the that require access to the system come and go creating an ever changing need to add, update and delete access to the system.

6. **Statement of Work Requirements:**

TASK Description, Deliverables and Acceptance Criteria:

TASK 1 - PROJECT PLAN DEVELOPMENT

SUBTASK 1.1 - INITIAL PROJECT PLAN DEVELOPMENT

DESCRIPTION:

Upon issuance of this Task Order, the contractor shall develop a Project Plan including technical approach, estimated resources, staffing, deliverables, schedule, and cost estimate addressing requirements of the Statement of Work (SOW).

Until issuance of a modification to this Task Order stating the Government's acceptance of the Project Plan, establishing the ceiling price for the work ordered, the contractor shall not proceed with any other work ordered in the SOW.

Contractor development of the Project Plan shall be performed in accordance with the procedures established in the Software Engineering Process (SEP) Section 3.2 of the contract SOW, and with procedures established in the current Task Order providing for the general technical management and administration of the Systems Development Center (SDC).

DELIVERABLES

Project Plan

ACCEPTANCE CRITERIA

Reference Section 9

SUBTASK 1.2 - MAINTAIN THE PROJECT PLAN

DESCRIPTION:

The contractor shall update the project plan when requested by the TOPO via the Contracting Officer. The project plan may be modified to accommodate new requirements that arise during the term of the project.

requirements must fit within the scope of the Task Order and the period of performance. Minor deviations from the specifics of the Project Plan that have been mutually agreed upon by the TOPO and Technical Project Officer will be documented in the Change Control Board (CCB) minutes in lieu of Project Plan modifications.

DELIVERABLES

Updated Project Plan

ACCEPTANCE CRITERIA

Reference Section 9

SUBTASK 1.3 - REVISE PROJECT PLAN

DESCRIPTION:

In the event that the TOPO determines that the SOW for the Task Order requires modification to: (1) add or delete a task or deliverable; (2) change the period of performance when crossing fiscal years; or (3) increase or decrease the available resources to support the effort, the revised SOW will be provided to the contractor Contracting Officer, so that the approved Project Plan can be modified to reflect the revised SOW. As with Subtask 1.1, contractor revision of the Project Plan shall proceed in accordance with all approved SEP and other procedures.

DELIVERABLES

Revised Project Plan

ACCEPTANCE CRITERIA

Reference Section 9

TASK 2 - PROJECT MANAGEMENT

SUBTASK 2.1 - MANAGE THE TASK ORDER

DESCRIPTION:

The contractor shall manage the Task Order Project Team, and modify the approved Project Plan to reflect changes that do not require Contracting Officer approval.

DELIVERABLES

Product Assurance Plan

ACCEPTANCE CRITERIA

Reference Section 9

SUBTASK 2.2 - CLOSE-OUT OF THE TASK ORDER

DESCRIPTION:

The contractor shall provide for the close-out of the Task Order at the end of the period of performance.

SUBTASK 2.3 - TRANSITION

DESCRIPTION:

2.3 The work performed under this Task Order is vital to the Government and must be continued with no interruption. Upon contract expiration a successor, either the Government or another contractor, may continue this work. The contractor shall provide a transition plan for the transition of work to EPA or another contractor. The transition plan which contains four major sections, shall provide for a cooperative effort (among EPA, the contractor, and a follow-on contractor), and shall include at a minimum an inventory of documentation to be turned over to the successor, a schedule of turnover, a description of parallel operation and recognition of security issues that includes an updated list of contractors to be removed from all RACF groups, profiles, etc. (if applicable). Training shall be provided for the successor is anticipated, and will be coordinated in advance by the TOPO. The contractor shall provide sufficient experienced personnel during the transition period to ensure that the services called for by this Task Order are maintained at the required level of proficiency.

The contractor shall prepare a transition plan upon written request of the TOPO via the Contracting Officer. The TOPO will review the plan and if the plan is acceptable, forward it to the Contracting Officer for approval. The contractor shall not prepare a cost estimate or any portion of the transition plan (including PA) until notification is received from the Contracting Officer.

2.3.1 Documentation Task Order Inventory

The contractor shall conduct physical inventory of the project and team libraries for systems documents, manuals, documents, and other documentation (e.g., COBOL manuals, third party software). Reconcile inventory of documentation with that listed in the SOW (if applicable). Review the status of all products. Update the Deliverables Accountability Report. Arrange for the return of needed documentation and disposal of all unwanted documentation. Ascertain the format documentation will be delivered in (e.g., hardcopy, softcopy, Lotus Notes, WordPerfect 6/7/8/9).

General: The contractor shall create an acceptance criteria checklist that will be used to track the successful completion of the transition of work to a successor. Establish with CO the timing and schedule transfer (out or bulk transfer).

2.3.2 Transition of Security

The contractor shall conduct the following activities in the Transition Plan:

Produce a Security Transition Plan. Provide a list of mainframe and/or UNIX accounts associated with the Task Order. Provide the names of the contractor employees with access to the aforementioned mainframe and UNIX accounts. Provide the names of all contractor employees with access to Lotus Notes or GroupWise systems. Document any additional security procedures needed for or involved in applications (e.g., library access procedures, tables). Ascertain which contractor staff have EPA Headquarters badges that must be returned. Discuss security issues with EPA SDC Information Security Officer. Determine if debriefings on the Privacy Act information are appropriate for the Task Order.

2.3.3 Training EPA and Designated Contractor

A major factor in the successful transition of the Task Order to EPA and/or the designated contractor is training. To facilitate training, the contractor shall develop a Transition Plan which shall include (at a minimum) a Training Plan identifying specific training sessions, objectives, and curriculum. Each session should delineate where training will occur, and appropriate documentation provided.

2.3.4 Management and Scheduling

The contractor shall review transition plan activities and schedules based on the time available to conduct the transition. Review schedules to ensure that they reflect the transition dates reflected in the SOW (if applicable) and monitor priorities and schedules relative to the Transition Plan to identify potential conflicts. Notify TOPO when conflicts are identified.

DELIVERABLES:

Transition Plan Documentation, Security, Training and Management.

Document Inventory and Disposal

Training Materials

Security Plan

Schedule of Transition Activities

Transition Results Report

ACCEPTANCE CRITERIA

Reference Section 9

TASK 3 -SOFTWARE CORRECTIVE MAINTENANCE

DESCRIPTION:

In the last 26 Pay Periods (one year), the EPAYS system installed over 900 changes.

It is estimated that total changes for the 2003 Fiscal Year will be in the same range. Changes are applied to the system for every biweekly cycle ranging from 5 to 200 changes. An estimated seventy-five percent of the changes were classified under this task or approximately 675 changes. The estimated time frame to implement these changes can be expected to average 2 hours per change. In addition, during the same time frame, approximately 1000 hotline problem resolutions were completed.

o Problems Reported by the User Community

The user community may report problems encountered with EPAYS/TAPP and the FOCUS subsystems. The contractor shall maintain an EPAYS "hot line" (telephone number) manned during regular business hours (8:00 AM - 4:30 PM ET) for the purpose of registering complaints. The Contractor shall answer the phone with "EPAYS hotline, [Contractor employee name], a Contractor speaking. How may I help?". The problems reported shall be documented by logging entries into the existing Tracking & Installation Management System (TIMS). The entries in TIMS will be monitored by the TOPO. The TOPO will notify the Contractor Technical Project Lead (TPL) of the TIMS HOTLINE entries that need resolution. The Contractor assigned to make the corrections shall comply with the procedures detailed in the Acceptance Procedures for Software Modifications for modifying and testing the change before it is presented to EPA.

o Production Problems

The Contractor shall analyze problems that arise in the production environment to determine why they occurred and develop alternative solutions. The Contractor task leader shall convey the results of the analysis to the TOPO. The TOPO will determine the priority of the needed fixes and add entries in the form of a Change Management System (CMS). The Contractor task leader shall make the assignments via the CMS system for the required modifications. These are expected to be resolved by the next scheduled production run of that module or stream; biweekly, monthly or quarterly. The Contractor assigned to make the correction shall comply with the procedures detailed in the Acceptance Procedures for Deliverables for modifying and testing the change before it is presented to EPA.

DELIVERABLES:

Modified Software Code ~~TBD~~ Per CMS
Installed Software Code ~~TBD~~ ENDEVOR
EPAYS Hotline Support ~~On~~ going

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The

deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS.

TASK 4 - PERFECTIVE MAINTENANCE FOR REGULATORY/USER REQUIREMENTS

DESCRIPTION:

In the last 26 Pay Periods (one year), the EPAYS system installed over 900 changes. It is estimated that changes for the 2003 Fiscal Year will be in the same range. Changes are applied to the system for every ranging from 5 to 200 changes. An estimated twenty-five percent of those changes were classified under or approximately 225 changes. The estimated time frame to implement these changes can be expected to 2 hours per change.

Regulatory & User Changes

Regulatory and user changes, plus those mandated by the National Computer Center (NCC) with respect Mainframe hardware and software system maintenance and upgrade requirements, are made to the EPAY TAPP, and FOCUS subsystems. Changes occur to the system in one form or another for every biweekly

Regulatory changes are initiated by the Office of Personnel Management, Department of Treasury, the G Accounting Office, and by Acts of Congress. The changes will be interpreted by the two customer offices and Personnel, as to the effect on the system. The customer submits a CMS with functional specification and sends the request to the Financial Services Division (FSD). FSD assigns a priority to the CMS and forwards the TOPO. The TOPO decides who will modify the system as required by the CMS (EPA or Contractor). The assignment of the CMS is documented in the CMS system. If the Contractor is behind schedule and the change is required to make the Agency compliant with new mandatory requirements, EPA reserves the right to obtain peer-reviewed, unit-tested software from the Contractor for EPA acceptance testing in order to meet the mandatory deadline.

Operating System Upgrades

The Contractor shall perform system modifications necessary to comply with the NCC mandated Mainframe hardware and software system maintenance and upgrade requirements specified in the CMS issued by the and assigned by the Contractor TPL in conformance with NTSD operational policy. Performance of these changes may require a preliminary analysis of security, RACF, disk/tape datasets and other aspects of the system. After reviewing the analysis, the TOPO will decide where benefits can be attained by implementing configurations with respect to the EPAYS System. The Contractor shall implement new changes as specified in the CMS.

DELIVERABLES:

Modified Software Code

TBD Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS.

TASK 5 - UPDATE DOCUMENTATION TO REFLECT MODIFICATIONS

DESCRIPTION:

The Contractor shall update all documentation including design documents, system documents, and user documents for the requested changes. The Contractor shall deliver the documents to the EPA Task Order Officer for acceptance. The TOPO has established a schedule of updates for the overall documentation. TOPO will prioritize the development of any documents as the need arises.

The documentation resides on the mainframe at RTP and has been developed and shall be maintained in mainframe package SCRIPT/VS or Bookmaster. This year we will begin the documentation migration to HTML and/or WordPerfect formats. The Contractor shall update the EPAYS documentation manuals, T documentation, and FUSS documentation according to the priority schedule set by the TOPO through w technical direction. This schedule will be evaluated by the EPA TOPO on a monthly basis. Changes to n will be submitted and reviewed by the EPA TOPO for completeness and accuracy. When received by th TOPO, the documentation will be reviewed. The EPA TOPO will note any necessary changes required t documentation and return it to the Contractor for revision. This is an iterative process until such time th documentation is reviewed and approved by the EPA TOPO.

The Contractor shall document and/or update the change, maintain current documentation for the EPAYS Book; production control activities, Main Pay Tuesday morning close out procedures, Main Pay balancing procedures, after Main Pay process verification of Electronic Data Transmit of all financial data sent to Hyattsville Treasury, after Main Pay process verification of all tape Treasury bond data sent to Cleveland Reserve Bank at Pittsburgh, Office of Personnel Management processing, and labor distribution procedur both biweekly and fiscal year-end processing.

When a change occurs in any process, it shall be documented and/or updated. The Contractor shall update documentation including Users Documentation and Systems Documentation when system changes make documentation obsolete. The dataset names will be provided by the TOPO. The documentation shall be and reviewed by the contractor. Upon concurrence that the system is detailed in the documentation prop document shall be forwarded to the TOPO for final approval and acceptance.

The Contractor shall conduct an extensive review of the current documentation and identify where docum is lacking. This shall be presented to the TOPO who in turn will assign priority for completing the missi

DELIVERABLES:

Updated Documentation Draft/Final ~~VBDO~~ Per CMS
(Softcopy & Hardcopy)

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS.

TASK 6 - MONITOR AND SUPPORT BIWEEKLY PRODUCTION CYCLE

DESCRIPTION:

The Contractor shall monitor the production cycles for the TAPP and EPAYS systems. This support is shared between NCC Production Control staff and the Contractor. The responsibilities are detailed in the EPAY Run Book sections on NCC Production Control, the Main Pay Tuesday Procedures and Labor Distribution. Contractor support includes monitoring data input close outs (TAPP subsystem), Main Pay production, payroll balancing, Labor Distribution production and updating the TIMS HOTLINE requests.

The Main Pay processing production support includes, but is not limited to: observing the execution of the Main Pay program, answering calls from NCC Production Control staff reporting the job failures, fixing errors, re-running production jobs according to the procedures in the Run Book, balancing payroll run, monitoring data transfer to Treasury sites, ensuring tapes destined for off-site processing are correctly labeled, and notifying the EPAY staff of successful completion of payroll operations.

DELIVERABLES:

Mainframe TIMS Entries	Ongoing
Production Run Status Report	Business Day Following Production Run

ACCEPTANCE CRITERIA

Minor problems are defined as complaints or delays with no impact to the productions cycles. Major problems are defined as delays of more than 30 minutes to the production cycle directly related to the responsibilities of the contractor.

Excellent acceptance criteria: No major problems and no more than three minor problems which were the direct result of the contractors responsibility.

Satisfactory acceptance criteria: No more than two minor problems resulting which were

the direct result of the contractors responsibility. No major problems.

Unacceptable acceptance criteria: Major problems were encountered in the cycle resulting in job abends directly impacting the payment and certification process of the Main Pay run.

TASK 7 - MAINTAIN PRODUCTION CONTROL ACTIVITIES ON A DAILY BASIS

DESCRIPTION:

The Contractor shall provide support with monitoring the nightly payroll and personnel production edit and other tasks associated with nightly production processing. Support activities are described in EPAYS Run section on Daily Activities. This will include tracking data balances; tracking printouts; and checking for errors and complete execution. Contractor shall also aid users by locating and/or rerunning EPAYS job that has been misplaced or lost, both Headquarters and for other EPA offices. Support also provides for monitoring the job queue, to monitor job status and correct job routings.

DELIVERABLE:

Mainframe Production Nightly Job Runs Ongoing

ACCEPTANCE CRITERIA

Minor problems are defined as complaints or delays with no impact to the productions cycles. Major problems are defined as delays of more than 30 minutes to the production cycle directly related to the responsibilities of the contractor.

Excellent acceptance criteria: No major problems and no more than three minor problems which were the direct result of the contractors responsibility.

Satisfactory acceptance criteria: No more than two minor problems resulting which were the direct result of the contractors responsibility. No major problems.

Unacceptable acceptance criteria: Major problems were encountered in the cycle resulting in job abends directly impacting the payment and certification process of the nightly Pay run.

TASK 8 - DISASTER RECOVERY TEST AND DRILLS

DESCRIPTION:

The Contractor shall conduct a payroll Disaster Recovery drill/test at the Designated Disaster Site (DDS). These drills are unscheduled, for an unknown length of time and occur at NTSD's discretion. Historically, the drills have lasted between three and five days. These are anticipated to occur at least two times per year. The drill will be initiated by a phone call from EPA management at RTP to the FMD Division Director who in turn informs the EPA staff responsible for the system. When the EPA TOPO is notified, the activities associated with the drill will take precedence. At least two tests of the Disaster Recovery process will be scheduled in preparation for the test. This test shall include verification of file allocations, software availability and functionality, and the balance of the test results. Because of the existing communication links between RTP, DC and DDS there is no anticipated travel associated with this task.

DELIVERABLE:

Status report on run, Balance Payroll @ DDS

ACCEPTANCE CRITERIA

The disaster recovery status report is delivered within one week of the Disaster Recovery Test. The report clearly identifies any problems encountered complete with the proposed resolution so this won't occur in the next Disaster Recovery test.

TASK 9 - MODIFY & MAINTAIN THE FOCUS PRODUCTION REPORT RUN PROCESS

DESCRIPTION:

The Contractor shall submit, ensure proper execution and report distribution of the biweekly, monthly, quarterly, yearly and fiscal year-end production report runs. The Contractor shall add, update or delete various reports to the production report run and calendar as directed by the TOPO via written technical direction as specified in the CMS request, uemail or email. The Contractor shall see that the SF113G report captures the correct number of pay periods and runs correctly under the EPAYS automated schedule. The details are documented in the Production Cycle Procedures. All referenced documentation will be provided by the TOPO. Acceptance of these deliverables will be subject to the requirements as specified in the Acceptance Procedures for Deliverables under Section 8.b of this Statement of Work.

DELIVERABLE:

Modified Production Report ~~RECD~~ Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The

deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

TASK 10 - MAINTAIN THE FOCUS USERS SECURITY SYSTEM (FUSS)

DESCRIPTION:

The Contractor shall provide ongoing FOCUS Users Security System maintenance as directed by the TOPO via written technical direction as specified in a CMS request, uemail (UCLA mail on the IBM Mainframe) or email. This shall include but is not limited to updates to user access and reports of system malfunctions. FUSS is the vehicle by which user access to other OHROS FOCUS applications are controlled and monitored. The system shall be maintained according to the FUSS DBA Users Manual. All referenced documentation will be provided by the TOPO. Acceptance for these deliverables will be subject to the requirements as specified in the Acceptance Procedures for Deliverables under Section 8.b of this Statement of Work.

DELIVERABLE:

Modified Focus Users Security System (FUSS)	
Software Code	TBD Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

TASK 11 - MODIFY & MAINTAIN THE PPRS SYSTEM

DESCRIPTION:

The Contractor shall provide ongoing PPRS System maintenance as directed by the TOPO via written technical direction as specified in a CMS request, uemail or email. These system changes shall include, but are not limited to mandated change specifications. The procedures for performing this work are specified in the Procedures to Modify and Install JCL Modules, Procedure to Update Focus Master File Descriptions, PPRS Fiscal Year End Procedures, and PPRS Calendar Year End Procedures. All referenced documentation will be provided by the TOPO. Acceptance for these deliverables will be subject to the requirements as specified in the Acceptance Procedures for Deliverables under Section 8.b of this Statement of Work.

DELIVERABLE:

Modified PPRS Software Code	TBD Per CMS
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ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

TASK 12 - MAINTAIN & UPDATE RUNBOOK PROCEDURES

DESCRIPTION:

The Contractor shall ensure the written procedures for biweekly, monthly, quarterly, fiscal-end, yearly and automated SF113G report running procedures are current with the system. The procedures shall be updated by the contractor and reviewed by the contractor. Testing of the procedures defined in the documentation will be performed by a team member not familiar with the process to ensure the completeness of that documentation. Upon team member concurrence that the procedures are detailed properly, the runbook will be forwarded to the TOPO for final approval and acceptance. The runbook serves as a guideline for the EPA staff in the process for system operations. These documents are the DIPS Production Cycle Procedures, Procedures to Modify and Install JCL Modules, Procedures to Update Focus Master File Descriptions, PPRS Fiscal Year End Procedures and PPRS Calendar Year End Procedures. The deliverable will be in the form of an updated System Runbook.

DELIVERABLE:

Updated Runbook Procedures TBD Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

TASK 13 - MODIFY & MAINTAIN THE OCRS SYSTEM

DESCRIPTION:

The Contractor shall provide ongoing OCRS System maintenance as directed by the TOPO via written or verbal direction as specified in a CMS request, uemail or email. These system changes shall include, but are not limited to mandated change specifications and user-specified changes. The procedures for performing this work are specified in the Procedures to Modify and Install JCL Modules, Fiscal Year End Procedures, and Calendar Year End Procedures. All referenced documentation will be provided by the TOPO. In cases where no documentation exists, since this system is new to the project, documentation in the form of procedures shall be prepared and maintained by the contractor. Acceptance for these deliverables will be subject to the requirements as specified in the CMS Information Exchange Document.

the Acceptance Procedures for Deliverables under Section 8.b of this Statement of Work.

DELIVERABLES:

Modified OCRS Software Code	TBD Per CMS
OCRS Procedures Document Draft/Final Version	TBD Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

TASK 14 - MODIFY & MAINTAIN THE FOCNOAC SYSTEM

DESCRIPTION:

The Contractor shall provide ongoing FOCNOAC System maintenance as directed by the TOPO via written technical direction as specified in a CMS, uemail or email. The system changes shall include, but are not limited to, mandated change specifications and user-specified changes. The procedures for performing this work are specified in the Procedures to Modify and Install JCL Modules, Procedures to Update Focus Master File Descriptions, Fiscal Year End Procedures, and Calendar Year End Procedures. All referenced documents will be provided by the TOPO. In cases where no documentation exists, since this system is new to the project, documentation in the form of procedures shall be prepared and maintained by the Contractor and approved by the TOPO. Acceptance for these deliverables will be subject to the requirements as specified in the Acceptance Procedures for Deliverables under Section 8.b of this Statement of Work.

DELIVERABLES:

Modified FOCNOAC Software Code	TBD Per CMS
FOCNOAC Procedures Document Draft/Final Version	TBD Per CMS

ACCEPTANCE CRITERIA

The specific deliverables and acceptance criteria for each deliverables will be identified in the CMS. The deliverable(s) will be accepted if they meet the functional and system requirements specified in the CMS Information Exchange Document for the CMS .

7. Reporting Requirements:

The Contractor shall provide monthly progress reports, weekly status reports and ad hoc reviews to the TOPO. The Contractor shall report the progress of the initiated tasks in addition to the status reports required under the MOSES II Contract.

8. **Other requirements:**

a. Guidelines/Standards: From time to time the additional following guidelines may be provided:

1. EPA ADP System Design and Development Guidance, 4 volumes and 2 supplements.
2. OSWER System Life Cycle Guidance.
3. IEMTM Handbooks.
4. EPA Common User Interface Standards (Draft).
5. EPA Information Technology Architecture Roadmap.
6. GIS Workstation Implementation Guidelines (August 1991) (Draft).
7. EPA IRM Policy Manual.
8. NDPD Policy Manual.
9. ADABAS Policies, Procedures and Standards.
10. EPA Hardware and Software Standards.
11. Revised OMB Circular A-130, Appendix III
12. EPA Information Security Manual
13. NIST User Guide for Developing and Evaluating Security Plans for unclassified Federal Automated Information Systems (DRAFT).
14. EPA SDC Systems Engineering Environment

b. Distribution and deliverables requirements:

The deliverables will be accepted upon the joint approval of the TOPO and the customer who requested the change. The requirements of the change and anticipated delivery dates are incorporated in the CMS. The TOPO is responsible for the technical review of the deliverable and the customer will review its functionality against functional specifications. All work will be in conformance with the system documentation procedures and policies identified above and in accordance with FIPS standards.

Acceptance Criteria for Software Modifications

For a production system as critical as payroll, timely, adequate and complete testing and implementation of software modifications is essential. Therefore, the award fees under this task order will be based on the number of software modifications before the deadline as stated in the CMS. The evaluation of Contractor performance for the purposes of award fee determination will be based on the percentage of non-failures of installed modifications. The percentage of non-failures indicative of adequate and complete system testing of the requested changes by the Contractor. The software will continue to function in subsequent pay periods as intended. This will indicate that the software was coded correctly, adequately tested and went through a thorough review by the Contractor Product Assurance staff.

Acceptance Procedures for Deliverables

The procedures in place for software changes and review under this Task Order before software can be implemented are as follows:

- o A customer (Personnel or Payroll) prepares a request to define the functional requirements of the change
- o The request is accepted by the TOPO
- o The request is forwarded to the Contractor Task Leader for assignment
- o A Contractor modifies and tests the software change
- o The work is turned over for a second party review by another Contract team member
- o When both concur that the requirements have been met, the work is forwarded to the EPA TOPO for review
- o When it is determined that all necessary system changes are correct, by the TOPO, the modification is submitted for customer approval
- o When the customer who requested the change concurs that the modification meets his requirements it is moved into production

Note: This procedure for concurrence is built into the Change Control System used by staff for monitoring activities.

Therefore, the deliverable will be judged against its conformance with specifications and adherence to standards identified in Change Requests and in conformance with EPA's operational and procedural documents about work. Work shall be evaluated for and approved based on conformance to the existing EPA IRM standards, policies, and practices as they apply to the Systems Life Cycle methodology in Chapter 17 of EPA Directive 2100 and EPA standards for documentation.

c. Security and Access(s):

Security requirements for this project will be determined by the EPA TOPO. Reference Section H.14 regarding the Treatment of Confidential Business Information (EPAAR 1552.235-71) (April 1984). H15 regarding the Treatment of Confidential Business Information (TSCA) (EPAAR 1552.235-76) (APR 1996). H16 Data for Federal Insecticide, Fungicide, and Rodenticide Act Confidential Business Information (EPAAR 1552.235-77) (APR 1996). If confidential information is accessed, the contractor will protect from unauthorized disclosure all confidential information handled in the performance of this project in accordance with (1) EPA policy and procedures relating to confidential information, (2) the EPA security plan for this project, and (3) the SDC security plan as it relates to the handling of confidential information.

EPA defines all Agency information as sensitive. Even if the TOPO decides that no confidential information will be accessed on this project, the contractor must ensure that all Agency information is safeguarded during the performance of this project in accordance with (1) EPA information security policy and procedures, (2) the EPA security plan for this project, and (3) the SDC security plan as it relates to protecting EPA information released to the public.

Electronic Data Interchange (EDI) files and data may be read by contractor support staff with EPA contractor monitoring and limiting update and alter access. Also, an IBM package, Resource Access Control Facility (RACF), is used to protect any mainframe files associated with this project. The contractor shall request access to these files through the RACF.

mainframe, and /or UNIX access from the TOPO as required. The contractor shall notify the TOPO of a employee who has left the project. This notification is necessary so that the TOPO can cancel the employee's access to all data sets related to this project. Failure to do so may be regarded as a breach of EPAYS security. TOPO is not notified by the last day of employee's service.

Any contractor personnel proposed for this task order will be required to comply with Section 4.8.4.2.1, Preemployment Reference Check of the MOSES Contract.

9. ACCEPTANCE CRITERIA

REQUIRED SERVICE	STANDARDS
Task 1 Subtask 1.1 Project Plan	1. Meets requirements 2. Estimate ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.2 Updated Plan	1. Meets requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 1 Subtask 1.3 Revised Plan	1. Meet requirements 2. Estimated ceiling accepted 3. Meets Clause G.1
Task 2 Subtask 2.1 Manage TO Product Assurance	1. Address each deliverable 2. Clearly states review steps 3. Provides adequate review time 4. Deliverables (documentation, releases, deployment etc.) meet specifications, systems are fully tested for operation, quality of output is consistent, software is free of significant software malfunctions)
Task 2 Subtask 2.1 Documentation of CCB	Accepted if they correctly and completely describe the activities recorded in the CCB meetings
Task 2 Subtask 2.1 Monthly Technical and Financial Reports	Accepted if they meet the contract requirements.
Task 2 Subtask 2.2 Close-Out;	Timely and accurate list of deliverables and of EPA property
Task 2 Subtasks: 2.3 Transition Documentation, Security, Training and Management. Document Inventory and Disposal; Training Materials; Security Plan, Schedule of Transition Activities, Transition Results Report	Accurate inventory, thorough, clear, well-organized effective transition to EPA or another contractor, successful transition of work to the succeeding contractor.

ACRONYMS

ADABAS	Software AG's 4th Generation Database
ATOPO	Alternate Task Order Project Officer
AFP	Advanced Function Printing
Bookmaster	Main Frame Text Editor
CCB	Change Control Board
CLIST	Command List
CMS	Change Management System Document
CMS System	Change Management System
CPDF	Central Personnel Data File
DBA	Database Administrator
DDS	Designated Disaster Site
DIPS	Departmental Integrated Personal Services System
DMMG	Development and Maintenance Methodology Group
EDI	Electronic Data Interchange
ENDEVOR	Configuration Management Software
EPA	Environmental Protection Agency
EPAAR	Environmental Protection Agency Acquisition Regulation
EPAYS	EPA's Personnel/Payroll System
FIPS	Federal Information Processing Standards
FMD	Financial Management Division
FOCNOAC	FOCUS NOAC File System

FOCUS	Information Builders Database Software
FSD	Financial Services Division
FUSS	FOCUS Users Security System
GAO	General Accounting Office
IAG	Inter-Agency Agreement
IBM	International Business Machines
ICC	Interstate Commerce Commission
IFMS	Integrated Financial Management System
IRS	Internal Revenue Service
ISPF	Interactive System Productivity Facility
JCL	Job Control Language
JOBTRAC	Job Scheduler
NATURAL	Software AG's Programming Language
NCC	National Computer Center
NOAC	Nature of Action Code
NTSD	National Technology Services Division
OCFO	Office of the Chief Financial Officer
OCRS	Office of Civil Rights System
OHROS	Office of Human Resources and Organizational Services
OMB	Office of Management and Budget
OPM	Office of Personnel Management
PC	Personal Computer Production Control

PMS	Personnel Management System
PPRS	Personnel/Payroll Reporting System
RACF	Resource Access Control Facility
REXX	Restructured Extended Executor
RTP	Research Triangle Park
SAS	Statistical Analysis System
SCRIPT/VS	Main frame Text Editor
SDC	Systems Development Center
SOW	Statement of Work
SSA	Social Security Administration
SSN	Social Security Number
STB	Surface Transportation Board
TAPP	Time & Attendance, Personnel/Payroll Data Entry System
T&A	Time & Attendance
TIMS	Tracking & Installation Management System
TOPO	Task Order Project Officer
TPL	Technical Project Leader
TSO	Time Sharing Option
UMAIL	UCLA Mail on the IBM Mainframe
WIC	Washington Information Center